

SELF-SERVICE CENTER
PROCEDURES:
HOW TO FILE A RESPONSE WITH THE COURT

STEP 1: Make 3 copies of the **“Response”**, after you have filled it out.

STEP 2: **SEPARATE YOUR DOCUMENTS INTO FOUR (4) SETS:**

SET 1 - ORIGINALS FOR CLERK OF COURT:

- **“Response”**

SET 2 - COPIES FOR SPOUSE:

- **“Response”**

SET 3 - COPIES FOR YOU:

- **“Response”**

STEP 3: **FILE THE PAPERS AT THE COURT:**

GO TO:

GO TO THE COURT TO FILE YOUR PAPERS: The court is open from 8am-5pm, Monday-Friday. You should go to the court at least **two hours** before it closes. You may file your court papers at the following Superior Court locations:

The Clerk of the Superior Court
Central Court Building
201 West Jefferson, 1st floor
Phoenix, Arizona 85003

The Clerk of the Superior Court
Southeast Court Complex
222 East Javelina Drive, 1st floor
Mesa, Arizona 85210

Clerk of Superior Court
Northeast Regional Court Center
18380 North 40th Street
Phoenix, AZ 85032

The Clerk of the Superior Court
Northwest Court Complex
14264 West Tierra Buena Lane
Surprise, Arizona 85374

FILE:

Go to the Clerk of the Court filing counter to file your documents.

FEES:

There is a filing fee for all Responses – \$231.00. If you are entitled to a deferral, you may request a deferral of the filing fees at the time you file your papers with the Clerk of the Court. The Self-Service Center and the Filing Counter have the deferral forms.

PAPERS:

Hand the **originals** and **all three (3) sets of copies** of your court papers to the Clerk along with cash or a money order for the filing fee of **\$231.00**

MAKE SURE YOU GET BACK THE FOLLOWING FROM THE CLERK:

- Your set of copies
- Your spouse's set of copies

STEP 4: Keep one copy for yourself, and mail or hand-deliver the other copy to the other person (or the person's attorney, if he/she is represented by an attorney. If the person is represented by an attorney, the attorney's name and address will be on the Petition in the upper left hand corner.)

STEP 5: **What will happen next.**

1. You will receive notice to attend either a hearing or a conference.